

## LESSON PLAN

### Unit 10. PERSONAL DEVELOPMENT

**X-XXX-XXX2 Rev B**

#### Topic 10.1 Personal Development

CLASS PERIODS: 1

LAB PERIODS: 0

#### **Enabling Objectives:**

- 6.1 **IDENTIFY** the need for Planning in accordance with The Team Handbook
- 6.2 **IDENTIFY** the elements of a Plan in accordance with The Team Handbook
- 6.3 **IDENTIFY** the importance of Time Management in accordance with The Team Handbook
- 6.4 **IDENTIFY** the importance of setting Personal Goals in accordance with The Team Handbook

#### **Trainee Preparation Materials:**

- A. Trainee Support Materials:
  - 1. None
- B. Reference Publications:
  - 1. None

#### **Instructor Preparation:**

- A. Review Assigned Trainee Material
- B. Reference Publications:
  - 1. None
- C. Training Materials Required:
  - 1. Transparencies
    - a. Elements of a Plan, 10-1-5
    - b. Elements of Time Management, 10-1-7
    - c. Long-Range Plans, 10-1-4
    - d. Personal Development, 10-1-1
    - e. Planning, 10-1-2
    - f. Short-Range Plans, 10-1-3
    - g. Steps of Setting Goal, 10-1-8
    - h. Summary, 10-1-9
    - i. Time Management, 10-1-6

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##### DISCUSSION POINT

###### 1. Introduction

##### RELATED INSTRUCTOR ACTIVITY

###### 1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

In this lesson topic, we will discuss planning, time management, and goal setting which will not only help you in your personal development, but your professional development in the Navy as well.

State Lesson Objectives.

###### 2. Personal Development

###### 2. Show Transparency 10-1-1, Personal Development.

###### a. Need for Planning

###### a. Show Transparency 10-1-2, Planning.

(1) Planning increases the probability of success.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (2) Planning lets us develop a series of strategies - steps to follow and questions to ask to reach a specific goal.
- (3) Planning is always future directed.
  - (a) Planning helps to decide what objectives to pursue during some future time period and what to do to achieve those objectives
- (4) Effective planning provides a sense of purpose and direction. It also helps with decision making and the ability to establish goals and then make plans to achieve them whether they are short-range plans or long-range plans.
  - (a) Short-range plans can cover any goal which you are trying to reach from one day to even up to a year (e.g., planning to play tennis with a shipmate this weekend or spending a holiday with family)

- (a) Show Transparency 10-1-3, Short-Range Plans.

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##### DISCUSSION POINT

- (b) Long-range plans can involve goal(s) which you are trying to reach two or even five years from now (e.g., reaching the rate of Second Class and being stationed in Pensacola, Florida)
- (c) Use of a daily or even a weekly planner would be considered a good tool for developing either of these plans

##### RELATED INSTRUCTOR ACTIVITY

- (b) Show Transparency 10-1-4, Long-Range Plans.

#### 3. Elements of a Plan

- a. Mission/Vision: the first step of planning is to document where you are going (your target or goal).
- b. Goals and objectives: a well defined plan enables you to pick, design, and implement ways to reach your goal(s) of personal development (i.e., what you need to reach your goals such as time, money, counseling, information from fellow shipmates or supervisors).

#### 3. Show Transparency 10-1-5, Elements of a Plan.

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- c. Implementation strategy: planning involves selecting ways of achieving your goal(s). Explore various options available to you to decide on one or more ways to achieve your goal(s), and determine if there are any other ways or methods to reach your goal(s).
- d. Monitoring methods: observe and collect information to determine your progress of the planning approach.
- e. Controlling factors: every plan is based on certain considerations as previously stated. These major considerations need to be identified and kept as part of the plan during development, implementation, execution, and completion.
- f. Evaluation and correction: provides a means of determining whether the plan is working or needs to be revised. The observations and collected information are considered to determine the degree of success of the plan. If the progress of the plan is not satisfactory, then an alternative plan should be considered or consider other methods of reaching your goal(s).

##### RELATED INSTRUCTOR ACTIVITY

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##### RELATED INSTRUCTOR ACTIVITY

- g. Remember, to develop a plan - establish goals and objectives, determine your course(s) of actions, select a course of action, and implement, then monitor your plan.

#### 4. Importance of Time Management

- 4. Show Transparency 10-1-6, Time Management.

- a. Time management is the foundation for successful planning since it is a limited resource that must be managed to be effective.

- b. We all have the same amount of time. Time management really means how we make decisions on spending our personal as well as our professional time.

- c. Elements of time management

- c. Show Transparency 10-1-7, Elements of Time Management.

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##### RELATED INSTRUCTOR ACTIVITY

(1) Importance - important activities contribute positively to a mission, personal and/or professional values, and not only developing goals, but actually reaching them

(2) Urgency - urgency activities require immediate ("right now") attention

d. In order to maximize the most effective use of available time, you need to know what has to be accomplished and how important an activity actually is.

#### 5. Importance of Setting Personal Goals

a. A goal is the result or achievement, whether personal or professional, toward which the efforts of planning and time management were directed.

b. Steps of setting goal

b. Show Transparency 10-1-8, Steps of Setting Goal.

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##### RELATED INSTRUCTOR ACTIVITY

- (1) Identify goal (e.g., further your education)
- (2) Determine why goal is important to you (e.g., furthering your education may accelerate your potential for promotion)
- (3) Identify the steps to achieve the goal (e.g., visit the Navy Campus Center to determine what colleges provide courses on base in the evening and/or on weekends)
- (4) Identify obstacles (e.g., quarterdeck watch, security watch, etc.)
- (5) Use plan-of-actions to track goal accomplishments (e.g., mid-term and/or final grades from college course(s) taken)

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (6) Re-evaluate and adjust goal (e.g., consider taking a college correspondence course from DANTES when deployed on or assigned to a ship)

#### 6. Summary

6. Show Transparency 10-1-9, Summary.

- a. Need for Planning

- b. Elements of a Plan

- c. Importance of Time Management

- d. Importance of Setting Personal Goals

#### 7. Assignment

- a. None

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##### RELATED INSTRUCTOR ACTIVITY

8. Evaluation

a. None